

## **Office of Federal Agency Programs Office Structure Questions and Answers**

### **What is the Office of Federal Agency Programs?**

The Office of Federal Agency Programs (OFAP) works to improve Federal agency and stakeholder understanding of Section 106 of the National Historic Preservation Act (NHPA). It conducts Section 106 reviews, develops technical assistance, training, and guidance for Section 106 users, and focuses on public, tribal, Native Hawaiian, and State participation in the Federal preservation program and Federal agency preservation program improvement.

### **What is the basis of the current structure of OFAP?**

On October 28, 2005, the ACHP will close its Lakewood, Colorado, field office and reallocate resources to its headquarters in Washington, DC. This realignment will allow the ACHP to consolidate staff to better meet its mission goals articulated in the NHPA. OFAP will continue to work with Federal agencies to address their requirement to take historic properties into account when planning and executing projects under Section 106, as well as to respond to stakeholder requests for information about the process and project review.

The realigned structure, which will be in effect as of November 1, 2005, organizes OFAP professional staff into two sections, the Federal Property Management Section and the Federal Assistance and Permitting Section. Both sections are managed by an Assistant Director who reports to the Director. If a project raises multiple issues that focus on both federal assistance and property management, inquiries should be made to the director, Don Klima ([dklima@achp.gov](mailto:dklima@achp.gov)), who will work with the assistant directors to provide a response.

The realigned office also contains a Management and Administration office, which reports directly to the director of OFAP. This office includes an office manager, secretary, and historic preservation technician.

### **Where do I go if I am seeking general information about the Section 106 review process?**

We recommend that you first consult this Web site, which has a great deal of information about the consultation process and Section 106 in general. Should you need additional information, call (202) 606-8505 and your call will be routed to a case reviewer. All legal inquiries should be directed to OFAP case reviewers. Should your question necessitate input from the ACHP Office of General Counsel, OFAP staff will coordinate this internally. For tribal and Native Hawaiian-related inquiries, continue to call the ACHP's Native American Program. Valerie Hauser ([vhauser@achp.gov](mailto:vhauser@achp.gov)) is the Native American Program coordinator, and Monique Fordham ([mfordham@achp.gov](mailto:mfordham@achp.gov)) is the Native American Program specialist.

### **Whom do I speak with if I am having trouble with a specific Federal program?**

Direct your concern to the appropriate assistant director. The nature of the Federal action should determine whether your concern should be directed to the assistant director of the Federal Property Management Section or the assistant director of the Federal Assistance and Permitting Section (Charlene Vaughn, [cvaughn@achp.gov](mailto:cvaughn@achp.gov)). Until the assistant director of the Federal Property Management Section position is filled, please direct your concerns directly to the director, Don Klima ([dklima@achp.gov](mailto:dklima@achp.gov)).

### **Where should I send project information?**

All project information should be sent to:

Don Klima  
Director  
Office of Federal Agency Programs

Advisory Council on Historic Preservation  
1100 Pennsylvania Avenue, NW, Suite 809  
Washington, DC 20004

If you choose to fax information to the ACHP, we will respond to you by mail. The fax number is (202) 606-5072.

**I am currently working with Denver staff on a project that is located in the West. When will this be transferred to the Washington, D.C., office?**

Effective immediately, all Western cases will be reassigned to staff in the D.C. Office of Federal Agency Programs. We recommend that you contact our main number, (202) 606-8505, for specific information about your project. All case records will be consolidated in the D.C. office by December 1, 2005.

**How do I know who will be handling my case?**

For information on staff assignments for projects or programs (other than FHWA, GSA, HUD, or USDA), contact Raymond Wallace at [rwallace@achp.gov](mailto:rwallace@achp.gov), or (202) 606-8505. Cases are distributed on the basis of staff background, expertise, and availability.

The ACHP has developed partnerships with Federal Highway Administration (FHWA), General Services Administration (GSA), Housing and Urban Development (HUD), and U.S. Department of Agriculture (USDA), in which liaisons manage casework and program initiatives for their particular agency. Contact the following for project or program information on ACHP involvement:

- FHWA, contact Carol Legard at [clegard@achp.gov](mailto:clegard@achp.gov)
- GSA, contact Héctor Abreu Cintrón at [habreu@achp.gov](mailto:habreu@achp.gov)
- HUD, contact Jeffrey L. Durbin at [jdurbin@achp.gov](mailto:jdurbin@achp.gov)
- USDA, contact Stephen Del Sordo at [sdelsordo@achp.gov](mailto:sdelsordo@achp.gov)

Although the FHWA, GSA, HUD, and USDA partnerships include project review, the Army partnership does not. Dave Berwick, [dberwick@achp.gov](mailto:dberwick@achp.gov), who manages the Army program, is located in OFAP's D.C. office, while Sarah Killinger ([sarah.killinger@aec.apgea.army.mil](mailto:sarah.killinger@aec.apgea.army.mil)) and Jennifer Groman ([Jennifer.groman@aec.apgea.army.mil](mailto:Jennifer.groman@aec.apgea.army.mil)) are located in the Army Environmental Center at Aberdeen Proving Ground, Maryland.

For Bureau of Indian Affairs (BIA) projects, contact Monique Fordham at [mfordham@achp.gov](mailto:mfordham@achp.gov).

**If I have not heard from the ACHP within 15 days, can I presume they will not be participating in consultation?**

The regulations specify that the ACHP must notify the agency within 15 days of receipt of a fully documented finding whether or not the ACHP will be participating in consultation. Provided that the Federal agency has submitted complete documentation under 36 CFR § 800.11 (e) and they have also accounted for the time it takes to mail their correspondence to us and our return correspondence to the agency, the agency may proceed with the understanding that the ACHP will not be participating in consultation if they have not received a response from us. If you provide your email address on the cover letter of your documentation, we will make every effort to respond to you electronically. You are also welcome to give us a call to check on the status of your project.

**How does the ACHP decide what cases they will be participating in?**

Our regulations specify certain criteria that define parameters for ACHP involvement. The *Criteria for Council Involvement in Reviewing Individual Section 106 Cases* (<http://www.achp.gov/regs.html#AppA>) are listed in Appendix A of our regulations. Please note that the ACHP has the discretion to not

participate even though the criteria may be met. The ACHP now formally participates in only a small percentage of cases, but you are welcome to contact us anytime for general information and guidance about the Section 106 process.

**When we send in an executed MOA or PA, do we send in the original?**

Please send in the original MOA/PA, which we retain on file for our records. We ask that the Federal agency send copies of the agreement to all the other parties, such as SHPO/THPO and other signatories, as applicable.